

ALFSS Planning Retreat Minutes

Monday, August 3, 2026

12:00 p.m. – 2:30 p.m.

Location: CE-336

1. Call to Order

The meeting was called to order at 12:11 p.m.

2. Approval of the Agenda

A motion was made to approve the agenda. The motion carried unanimously.

3. Welcome & Introductions

Participants introduced themselves and shared their department, ALFSS role, and years of involvement with ALFSS and CSUSB. CSUSB President Terri Gomez joined the retreat briefly, and Aurora Vilchis provided a brief history of ALFSS.

4. Old Business

No old business was presented.

5. New Business

5.1 Bylaws Discussion and Board Expectations

Stacey Ortiz reviewed the role of the ALFSS Bylaws, noting that they define the organization, meeting procedures, and the work of the association. No bylaws amendments were proposed during the retreat. Discussion focused on retreat expectations, strengthening the leadership team, filling vacancies, and planning upcoming events.

5.2 Leadership Opportunities & Board Appointments

The board reviewed available leadership and committee opportunities. Recruitment will continue for positions that remain unfilled.

Open positions: Director of Marketing; Spring Latinx Graduation Ceremony Chair/Co-Chair

Positions/appointments identified: Director of Programs - Iwona-Maria Luczkiewicz Contreras;

Director of Membership - Josie Delgado; Student Representative - Laura Rosas

The Scholarship Committee will include Sarai Maldonado, with Aurora Vilchis, Monica Baeza, and Patricia Sotelo participating as committee members.

5.3 Budget Overview

Treasurer Ericka Saucedo presented an overview of ALFSS accounts and reported balances as of June 1, 2026.

Account	Reported Balance
General account	\$82,413.61
Scholarship account	\$15,432.24
Donations	\$21,002.67
Stateside account	\$3,114.79

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Additional information regarding the SchoolsFirst account will be provided when available. Stacey Ortiz will connect with Anthony Roberson to discuss next steps and potential collaborative efforts, including sashes and Black Grad collaboration.

The board also discussed challenges associated with maintaining multiple off-campus accounts, including vendor risk, timely accounting, and the administrative time required to manage financial activity.

5.4 Scholarship Funding

The board discussed increasing individual scholarship awards from \$1,000 to \$1,500.

Automatic payroll deductions were discussed as a recurring scholarship fundraising strategy, including an example of a \$5 monthly contribution (\$60 annually).

The long-term goal discussed was to fund approximately ten scholarships at \$1,500 each. The Spring 2026 Latinx Graduate Recognition Ceremony invoice remains pending.

A scholarship account deficit of approximately \$500 was also noted during the discussion.

5.5 Meeting Schedule

The board discussed moving the recurring meeting schedule and increasing opportunities for in-person participation.

- General Meetings: every third Tuesday, 4:00 p.m. - 5:00 p.m.
- Executive Board Meetings: every second Thursday, 12:00 p.m. - 1:00 p.m.

Potential in-person meeting locations discussed included an affiliated center, the Faculty Center for Excellence (Pfau Library PL-4005), and the Cantina (SMSU North). The proposed schedule received support from those present.

The board also discussed offering a hybrid participation option for meetings.

5.6 Latina Rising Conference Proposal

A proposal was presented for ALFSS to serve as the primary host of the Latina Rising Conference, with Aurora Vilchis and Monica Baeza serving as co-chairs. Estimated attendance of approximately 50-100 participants was discussed, with food and overall budget requirements identified as primary planning considerations.

A motion was made for ALFSS to serve as the primary host for the Spring 2027 Latina Rising Conference. The motion was seconded and approved with an amendment. The notes identify March 19, 2027 as the proposed date.

6. Programs

Fall 2026

6.1 Bienvenida

Chair: Iwona-Maria Luczkiewicz Contreras

Co-Chair: TBD

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Proposed date: September 15, 2026

Time: 11:30 a.m. - 1:00 p.m.

Venue: SMSU North Conference Center

Reservation: Placed under Stacey Ortiz

Budget estimate: TBD

Fundraising goal: None; community-building event

The retreat notes referenced historically strong/full-house attendance for this event.

6.2 CSUSB President Welcome Event

Chair / Co-Chair: TBD

Proposed date: TBD, pending the President's schedule

Potential venue: Alumni Center (POCs: Crystal Wymer-Lucero and Michael Arteaga)

Budget / fundraising / reservations / deadlines: TBD

The board discussed a possible ALFSS event to welcome President Gomez to CSUSB, tentatively framed as "Una Nueva Era." The event would primarily be intended for dues-paying ALFSS members, and an agenda would be developed to explain ALFSS funding and priorities.

6.3 Día de los Muertos & Calavera Auction

Chair: Iwona-Maria Luczkiewicz Contreras

Co-Chair: Sarai Maldonado

Proposed date: October or November 2026 (previously held in October)

Venue: TBD; SMSU was used previously

Budget / reservations / deadlines / next steps: TBD

A flyer has already been started. The fundraising goal remains to be determined.

Spring 2027

6.4 Latina Rising Conference

Chair: Aurora Vilchis

Co-Chair: Monica Baeza

Proposed date: Friday, March 19, 2027 (in celebration of Women's History Month)

Budget / fundraising / venue / reservations / deadlines / next steps: TBD

6.5 ALFSS Winter Social

Proposed date: January 2027

Chair / Co-Chair / venue / budget / fundraising / reservations / deadlines: TBD

The board discussed whether an additional social event would be needed given the move toward in-person general meetings.

6.6 Cafecito y Pan Dulce

Chair: Iwona-Maria Luczkiewicz Contreras

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Co-Chair: Laura Rosas

Proposed date: TBD

Venue: Coyote Village Multipurpose Room

Fundraising goal: None; community-building event

Budget / reservations / deadlines / next steps: TBD

The board discussed and seconded a motion for ALFSS to co-host a Pan Dulce and Cafecito event in partnership with the DHRE and Latinx Center to build community and increase engagement with students.

6.7 Spring 2027 Latinx Graduate Recognition Ceremony

Chair: Iwona-Maria Luczkiewicz Contreras

Co-Chair: TBD

Proposed date: Saturday, May 8, 2027

Venue: Arena; a hold has been placed

Aurora Vilchis expressed interest in continuing the Stage Management and Graduate Check-In duties she has held for previous Latinx ceremonies. The board discussed the need to revisit ceremony fees and seek additional financial support from President Gomez. Collaboration and cost-sharing with the Black Grad Ceremony were also discussed.

6.8 ALFSS Spring Social

Proposed date: March 19, 2027 (*subject to change as date conflicts with Latina Rising Conference*)

Potential venue: Obershaw Dining Hall

Chair / Co-Chair / budget / fundraising / deadlines / next steps: TBD

Note for verification: the retreat notes also identify March 19, 2027 as the proposed date for the Latina Rising Conference.

7. Membership

Current membership dues were discussed as \$20 for staff/faculty and \$5 for students. A motion was made to increase regular staff/faculty ALFSS membership dues from \$20 to \$30. The motion passed by majority vote, with one vote in opposition.

The board also discussed encouraging payroll deductions as a convenient recurring contribution option and revamping the ALFSS website to provide a friendlier guide to payroll deductions. Membership outreach opportunities discussed included campus tabling, HR events, and Coyote Days at the San Bernardino and Palm Desert campuses.

The Listserv and Microsoft Teams were identified as communication tools requiring additional attention and coordination.

8. Fundraising

The board discussed fundraising activities in support of scholarships and ALFSS programming.

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8.1 Annual Pupusa Sale Fundraiser – Fall 2026

Chair / Co-Chair: Aurora Vilchis and Monica Baeza

Proposed date: November (customary timing)

Fundraising goal: \$1,000

Venue: Student Union South

Immediate next step: Reach out to vendor for EHS documentation

Budget / reservations / major deadlines: TBD

8.2 Tamal Award & Scholarship Recognition Luncheon

Chair: Sarai Maldonado

Co-Chair: Needed

Proposed date: October

Venue: TBD; Student Union one-time complimentary event allocation has been used for this event

Budget / fundraising / reservations / deadlines / next steps: TBD

8.3 Annual Pupusa Sale Fundraiser - Spring 2027

Chair / Co-Chair: Aurora Vilchis and Monica Baeza

Proposed date: February 2027

Fundraising goal: \$1,000

Venue: Student Union South

Immediate next step: Reach out to vendor for EHS documentation

Budget / reservations / major deadlines: TBD

8.4 Fundraising Goal

The board discussed increasing the annual fundraising goal from \$10,000 to \$15,000 to support ten \$1,500 scholarships. New memberships were identified as an important source of funds. A motion to increase the goal to \$15,000 was made.

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9. Confirmed Governing Board - 2026-2027 Academic Year

Position	Name
President	Stacey Ortiz
Vice President/President-Elect	Jennifer Negrete Magnant
Executive Secretary	Jackie Aguayo
Treasurer	Ericka Saucedo
Director of Fundraising and Scholarship	Sarai Maldonado
Director of Programs	Iwona-Maria Luczkiewicz Contreras
Director of Membership	Josie Delgado
Student Representative	Laura Rosas

Scholarship Committee members noted in the retreat notes: Patricia Sotelo, Monica Baeza, and Aurora Vilchis. Vacancies/needs noted: Director of Marketing, Spring Latinx Graduation Ceremony Co-Chair, and Tamal Luncheon Co-Chair.

10. Action Items

Action Item	Responsible Party	Status
Recruit members for open board and committee positions	Executive Board	Ongoing
Promote recurring payroll deductions for scholarship support	Membership / Board	Ongoing
Provide updated SchoolsFirst account information	Treasurer	Pending
Continue Latina Rising Conference planning and establish a working budget	Conference Committee	In progress
Coordinate Cafecito y Pan Dulce partnership with Housing and the Latinx Center	Programs Team	Pending
Improve Listserv and Microsoft Teams communication processes	Marketing / Board	Pending
Begin planning fall fundraising activities	Fundraising Team	Pending
Finalize Spring 2027 program dates and leadership assignments	Executive Board	Pending

11. Upcoming Meetings

- **Executive Board Meeting:** Thursday, August 13, 2026, 12:00 p.m. - 1:00 p.m.
- **General Meeting:** Tuesday, August 18, 2026, 4:00 p.m. - 5:00 p.m.

12. Adjournment

The meeting adjourned at 2:09 p.m.